



**Site Plan – Number of Plans to Submit /  
Plan Distribution / Plans Needed at Approval**

Requirements for Site Plan Submittal:

An electronic DWG file must be submitted to the Information Technology Department GIS Division (IT-GIS) for review and approval per the Electronic Submittal Process available online. The DWG will be returned to the submitter once the road names have been approved and the addresses have been added to the Master Address Database. This file should be the official DWG file and future submittals and changes will need to be incorporated into the original submitted electronic DWG file. The submitter should not submit any plan documents to the Planning and Development Department until IT-GIS has approved the positional accuracy and addressing / road naming characteristics of the plan.

Ten (10) complete sets of the Site Plan and one complete electronic PDF file shall be filed with the Planning and Development Department at the time of application. The Planning and Development Department shall thereafter forward for review such copies as follows:

1. One (1) copy shall be filed with Engineering Department for E&S Review
2. Four (4) copies shall be filed with the Utilities Department if the project is to be served w/ public water and/or sewer
3. One (1) copy shall be filed with the Traffic Engineer
4. One (1) copy shall be filed with the Fire Department
5. One (1) copy shall be filed with the Board of Health
6. One (1) copy shall be filed with the Planning and Development Department for Trees and Landscape review
7. One (1) copy shall be retained by the Planning and Development Department and reviewed for compliance with the Site Plan Regulations

Once the Site Plan is Approved:

Eight (8) copies and one complete electronic PDF file shall be submitted once the Site plan has been reviewed and approved and the Site Plan shall be stamped in accordance with the approval of the Planning and Development Department, and the copies shall be distributed as follows:

1. Three (3) copies shall be returned to the applicant at the Pre-Construction Conference
2. Three (3) copies shall be retained by the Engineering Department (1 of which is for NPDES Inspector)
3. One (1) copy shall be retained by the Utilities Department
4. One (1) copy shall be retained by the Planning and Development Department

A Final version of the Site Plan DWG and a complete electronic PDF file must be submitted to the IT Department GIS Division (IT-GIS) per the Electronic Submittal Process available online. The DWG must include all data for integration into Augusta's Enterprise Geodatabase, per Augusta IT-GIS Digital Data Submission Standards. Final versions will be compared to the As-built submitted to Utilities and variations to the final approved Site Plan will be sent to the appropriate Department to be addressed.